

- **REPORTING TIME**

- What are the key differences between how time is reported for exempt and nonexempt personnel?
 - Exempt report only leave taken unless time certifying
 - Nonexempt report actual hours worked AND leave taken
 - Work week is Sunday through Saturday.
 - Nonexempt – when a workweek crosses months
- Time certification
 - Report actual hours worked – both exempt and nonexempt
- In what increments is work time to be recorded?
 - Time is reported in tenths of an hour
 - Exceptions to this rule
 - Leave totals/actual amounts
- What should you be reviewing when an employee submits his/her time sheet?
 - Check date, comments box
 - Compare time/leave reported to your notes/approvals – be sure to check if employee has the leave available to use
 - Look for errors
- What should you do when you disagree or have a question?
 - Double-check policies procedures
 - Return the timesheet to the employee via e-mail with questions/concerns
- What's the due date for time sheets to be submitted to NDE Payroll?
 - Time sheets are due the 3rd working day of the month
 - Employee unable to submit – supervisor can submit with copy to employee
 - Extended absence/FMLA

- **OVERTIME POLICIES**

- Whose approvals are needed for employees to work OT?
 - Supervisor, LCM, Deputy and/or Commissioner
 - AM #502 - detailed information on work hours
 - Documentation
- Comp time vs. payment
 - Management makes decision on whether compensation is in time or pay. Comp time should be used within 60 days (can be extended) and used or paid out by 6-30 of each calendar year.

- **READING THE SUPERVISOR'S LEAVE REPORT**

- What does it all mean?